? Help

## Job details

#### Job 1 of 1

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**Bulletin Number** 9704BR

Type of Recruitment

Transfer Opportunity

**Department** Chief Executive Office

Position Title SECRETARY III

Filing Type Standard
Filing End Date 09/04/2012
Filing End Time 5:00 pm PST

General Information

The Chief Executive Office is seeking a qualified individual to fill a vacant position in the Occupational Health Programs unit of the Risk Management Branch. The successful candidate will perform secretarial responsibilities and support for the Chief of Psychological Services and the staff of the Evaluation and Counseling Section.

Requirements

Must currently hold the payroll title of Secretary III or comparable item, possessing the same level and breadth of experience, scope of

responsibility and salary schedule.

# Desirable Qualifications

- Strong interpersonal skills with the ability to work effectively with staff, County employees and departments, and outside agencies.
- Strong teamwork skills.
- Flexibility and ability to work on multiple assignments simultaneously, meeting critical deadlines while ensuring a thorough and efficient product.
- Familiarity with both alpha and numeric filing systems.
- Strong written and oral communication skills with proficiency in spelling grammar and ability to proofread, as well as edit correspondence.
- Strong knowledge of Microsoft Word, Outlook, Excel and Acrobat.
- A keen sense of initiative and a good working knowledge of County's policies, procedures and practices.

### **Duties**

- Responds to frequent incoming inquiries from individuals requesting information about review and appeal process, as well as providing information to employees and departmental personnel about services offered by the Employee Assistance Program (EAP).
- Assists Chief of Psychological Services with secretarial support.

- Proofreads and prepares documents to ensure that they are grammatically correct and appropriately formatted.
- Maintains data bases, client files and case files; prepares mailings, inter-office notices, and bulletins.
- Processes confidential documentation related to preemployment psychological evaluations.

### Vacancy Information

This vacancy is located at the Chief Executive Office, Risk Mangement Branch, Occupational Health Services unit, 3333 Wilshire Boulevard, Los Angeles, CA 90010.

Interested individuals should submit a resume detailing relevant experience and education, attendance records from the last two years and copies of the last two performance evaluations. Materials should be received no later than **Tuesday**, **September 4**, **2012** and sent to:

Chief Executive Office Human Resources Section 500 W. Temple Street, Room 785 Los Angeles, CA 90012 karias@ceo.lacounty.gov

Resumes will be reviewed and **only** the most qualified candidates will be called for an interview.

Available Shift Day

**Contact Name** Kimberly Arias **Contact Phone** 213-974-2797

Contact Email karias@ceo.lacounty.gov

Job Field Clerical

Job Type Administrative Support

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